

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated August 2001

PEP51 Pullers For Payroll/Personnel Documents (PEP51)

TITLE I
Payroll/Personnel Manual

CHAPTER 10
Correction Process procedures

SECTION 3
PEP51 Pullers For Payroll/Personnel Documents

**User Documentation
For Systems
And Processes**

**Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents**

Title I
Chapter 10
Section 3

Table Of Contents

	Page
<u>About This Procedure</u>	1
<u>How This Procedure Is Organized</u>	1
<u>What Conventions Are Used</u>	1
<u>Who To Contact For Help</u>	1
 <u>System Overview</u>	 2
<u>System Access</u>	4
<u>Remote Terminal Usage And Security</u>	4
<u>Sign-On</u>	4
<u>Sign-Off</u>	5
 <u>Operating Features</u>	 6
<u>System Edits</u>	6
<u>Function Keys</u>	6
 <u>PEP51 Screen</u>	 7
<u>Action Type 1</u>	7
<u>Action Type 2</u>	8
<u>Action Type 3</u>	9
<u>Action Type 4</u>	9
<u>Action Type 5</u>	9
<u>Action Type 6</u>	9
<u>Action Type 7</u>	9
<u>Entry Instructions</u>	10
 <u>Suspense Reports</u>	 12
 <u>Appendixes</u>	
a. <u>PEP51 Edit Messages</u>	15
b. <u>Document Type Table</u>	16
c. <u>Listing Of Personnel Error Messages</u>	18
 <u>Heading Index</u>	 Index - 1

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

(reserved)

About This Procedure

This procedure provides instructions for accessing and operating Pullers For Payroll/Personnel Documents (PEP51). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The primary sections of this procedure are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **PEP51 Pullers For Payroll/Personnel Documents Screen** gives instructions using the PEP51 screen to select the action types to be entered.

Appendixes contains reference information for PEP51 Edit Messages, a Document Type Table, and a sample report of the Listing Of Personnel Error Messages.

Pages are numbered consecutively at the bottom from the **About This Procedure** through **Appendix C**. If the procedure is amended, point pages (e.g., 9.1, 9.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached page control chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Recycle Document For Specified Criteria Added* is displayed.
- Field specifications are also printed in italics. Example: **Function** (*required, alpha field; 1 position*).
- Data that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***A***.
- Figure references are printed in bold and link the figures with the text. Example: The NFC banner screen (**Figure 1**) is displayed.
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To exit PEP51, press [Clear] at any screen.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Customer Support personnel at **504-255-5230**.

For questions about processing, contact your agency representative.

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

System Overview

This procedure provides instructions for using PEP51 Pullers for Payroll/Personnel Documents (PEP51). PEP51 is an online remote entry system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System and is used to:

- Delete (roll back) from the Payroll/Personnel data base personnel actions that were applied in the current processing pay period and place them in the Suspense Inquiry and Correction System (SINQ).
- Recycle (retrieve) documents from the Future Inquiry System (FINQ) to SINQ to be viewed or corrected and then return to FINQ.
- Delete documents from FINQ.
- Hold documents currently in SINQ for one pass only or indefinitely.

PEP51 interfaces with the following:

Personnel Action Processing System (PACT). PACT is an online remote entry system used to enter personnel actions. PACT is a nature of action/authority code driven system; that is, the nature of action and authority code entered on the PACT menu determine the input screen that is displayed. The Personnel Edit Subsystem (PINE) edits these personnel actions and sends the initial data to one of the following: (1) the Payroll/Personnel data base, (2) SINQ, or (3) FINQ. For detailed information, see the PACT procedure.

Payroll/Personnel Remote Entry System (PRES). PRES is an online remote entry system used to enter payroll documents. PINE edits these payroll documents and sends the initial data to one of the following: (1) the Payroll/Personnel data base, (2) SINQ, or (3) FINQ. For detailed information, see the PRES procedure.

Front-end Systems Interface. The front-end systems interface is an alternative method used to enter and transmit personnel actions and position data. This data is sent to NFC on a daily basis through batch transmissions. Confirmation reports show the types of documents transmitted, the number of records transmitted, and any errors encountered during transmission. CULPRPT reports are available to identify personnel and position data that does not pass edits in the Personnel Edit Subsystem (PINE) and are placed in SINQ.

Personnel Edit Subsystem (PINE). PINE performs edits on the personnel actions entered in PACT and the payroll documents entered in PRES before they are applied to the Payroll/Personnel data base. PINE processes personnel and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. Each time

PINE is processed during the pay period is called a pass, and each pass is numbered sequentially during the processing pay period. For example: When PINE is processed for the first time for an effective pay period, the pass is 01. Each additional time PINE is processed during the remainder of that pay period, the passes will be 02, 03, 04, etc. Usually, a total of 11 or 12 PINE passes are processed during each pay period.

Of the actions that pass PINE edits, those with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel data base; those with future effective pay periods are placed in FINQ. Personnel actions and payroll documents that fail PINE edits are placed in SINQ. For detailed information, see the SINQ procedure.

Personnel Processing System (PEPL). PEPL performs the update functions of the personnel areas of the data base. All documents successfully processed through PINE are then processed through PEPL for update or modification of data base elements. PEPL retains personnel transactions that have been processed and applied to the Payroll/Personnel data base. The data is retrieved from PEPL during the pay period and displayed in the Payroll/Personnel Inquiry System (PINQ). PEPL also produces a log of all transactions applied to the data base as well as statistics and management reports.

Future Inquiry System (FINQ). FINQ is an online system that allows users to view actions in the future file during the current processing pay period. Future actions processed through PACT or PRES and then successfully processed through PINE are applied to FINQ, where they are held until the effective processing pay period. Future actions that fail the PINE edits are placed in SINQ. The actions held in FINQ are reedited through the first pass of PINE each pay period until they are applied to the Payroll/Personnel data base. Users should enter personnel actions in PACT and payroll documents in PRES at the earliest possible date, regardless of the effective date. Early entry makes good use of FINQ and helps users in timely processing, especially in advance of peak processing or holiday periods. For detailed information, see the FINQ procedure.

Suspense Inquiry and Correction System (SINQ). SINQ is an online system that allows users to view and correct personnel actions and payroll documents. Personnel actions and payroll documents that do not successfully process in PINE are placed in SINQ until errors are corrected. An error suspense report that identifies errors with PINE edit messages can be produced through the Payroll/Personnel Report Generator System (CULPRPT). The PINE edit messages, with requirements for corrective action, are described in Addendum 1, Personnel Edit (PINE) Listing, to the SINQ procedure. After successful correction through SINQ, the per-

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

sonnel actions or payroll documents are returned to PINE, reprocessed, and depending upon the effective pay period, apply to the Payroll/Personnel data base or FINQ. For detailed information, see the SINQ procedure.

Payroll/Personnel Inquiry System (PINQ). PINQ is an online system used to view the employee's current and historical personnel data contained in the Payroll/Personnel data base. Most of the data displayed in PINQ is the result of payroll/personnel transactions entered through a remote entry system or by magnetic tape and then processed in the Payroll/Personnel System. Some of the data displayed in PINQ is generated as a result of data entered through PACT, PRES, and other systems (e.g., after the health benefit form is processed, 1 (Enrolled) is displayed in the Coverage Code field in the

data base). For detailed information, see the PINQ procedure.

Payroll/Personnel Report Generator System (CULPRPT). CULPRPT is an online reporting system that can be used to generate Report U0001, Listing Of Personnel Error Messages, and Report U0006, Listing Of Personnel Error Messages (User ID). These reports list documents that are in SINQ, which include documents retrieved through PEP51. Users may request automatic generation and remote printing of these reports using TMGT, Table 022, Payroll/Personnel Documents Reports. The report may be routed to a designated printer by submitting a one-time request on Form AD-962, Payroll/Personnel Document Reports Election Form, to the National Finance Center (NFC). To obtain this report, use the instructions in the CULPRPT procedure.

Payroll/Personnel Manual

Correction Process Procedures

PEP51 Pullers For Payroll/Personnel Documents

System Access

To access PEP51 you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer located at NFC. This section provides access security information and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

PEP51 resides on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network or your agency security officer.

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see Title VI, Systems Access Manual, Chapter 1, NFC/Agency Liaison and Security Access, and Chapter 2, Remote Site Usage.

Sign-On

To access PEP51, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as follows:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NF999). Press [Tab].

2 Password (required, alpha field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (alpha field; 6 to 8 positions). If your current password expires, key in a new password. You may change your password any time but not more than once a day. Press [Tab].

4 Enter Application Name (required, alpha field; max. of 9 positions). Key in PEP51 and press [Enter]. The PEP51 screen is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the PEP51 Screen.

Note: You may select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

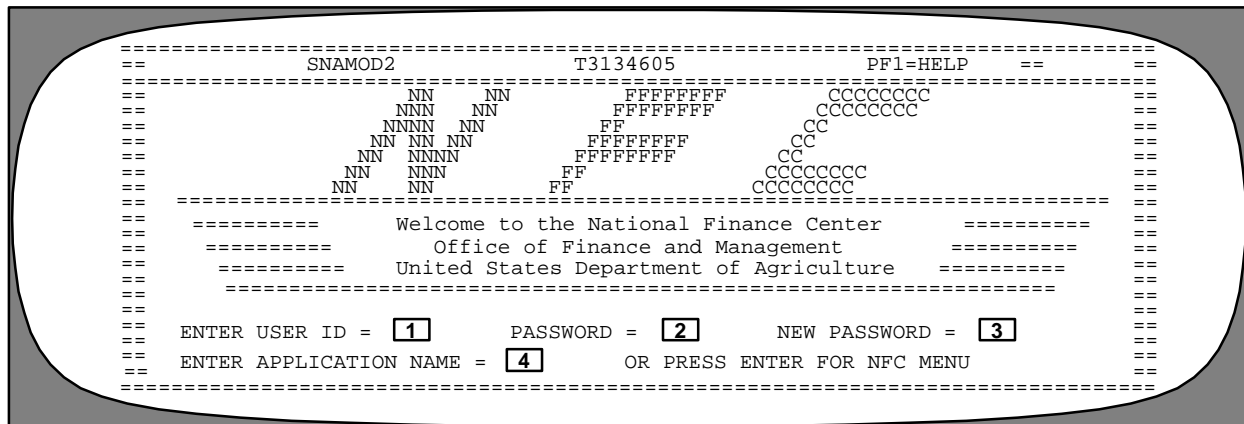


Figure 1. NFC Banner Screen

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

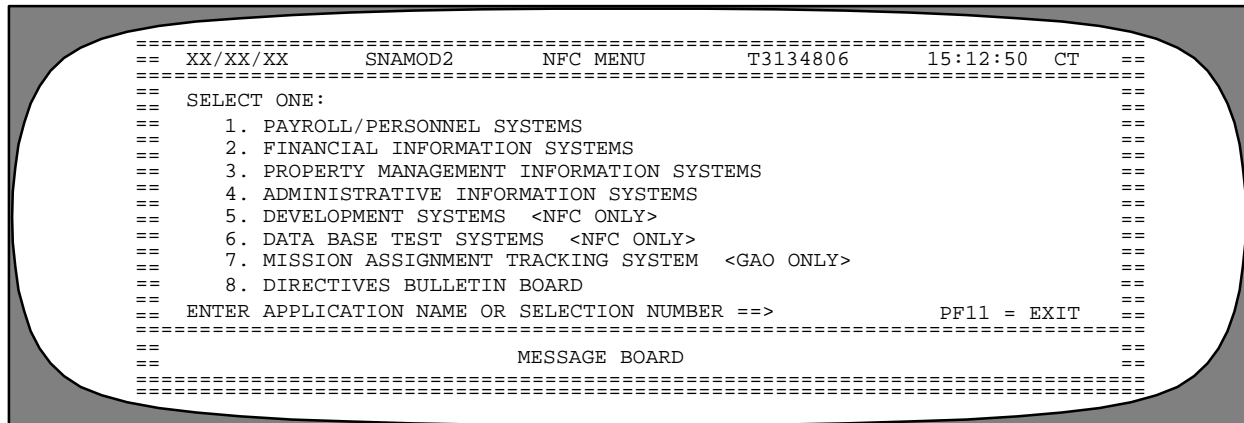


Figure 2. NFC Menu

Sign-Off

To exit PEP51, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from PEP51. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

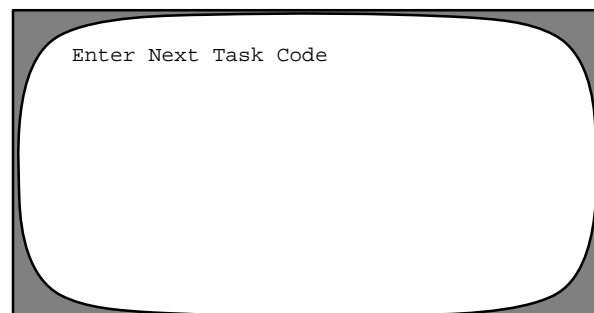


Figure 3. Enter Next Task Code Prompt

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Operating Features

This section describes PEP51 system edits and function keys.

System Edits

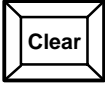
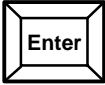


PEP51 performs edit and/or validity checks on entered data. If the data does not pass these edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the data can be processed. See **Appendix A** for a list of PEP51 Edit Messages.

Function Keys

Program Function (PF) keys are used to execute PEP51 functions. How these keys are identified depends on the equipment being used. For detailed instructions on your

equipment usage, see the appropriate manufacturer's operating guide.

Function keys used in PEP51 are as follows:

Key	Functions
	Used to display the Enter Next Task Code prompt.
	Used to process data.
	Used to position the cursor in the first entry field at the top of the screen.
	Used to move the cursor from one field to the next.

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

PEP51 Screen

After you access PEP51, the PEP51 Pullers For Payroll/Personnel Documents screen (**Figure 4**) is displayed. PEP51 consists of only one screen which is used to initiate any of seven action types. Each action type is described below. **Note:** These PEP51 functions must be accomplished before the Payroll Processing System (PAYE) has run (first Friday and Saturday after the end of the processing pay period).

Action Type 1 - Rollback Database - Hold Documents In Suspense

The primary purpose of Action Type 1 is to provide a method of retrieving personnel data that has applied to the employee's database during the current processing pay period. In most cases, this method eliminates the need to process a cancellation or correction of a personnel action.

For example, if a personnel action was processed and applied to the employee's database with erroneous data, Action Type 1 can be used to retrieve the action from the database and place it in suspense. The necessary corrections can be made to the personnel action, and by changing the override code to 9 (release), the document will be reedited and then reapplied to the employee's database. Or, if the personnel action must be cancelled, the document can be deleted from suspense by simply changing the override code to 4 (delete action).

Action Type 1 is used to delete (roll back) personnel actions from the Payroll/Personnel database that have applied in the current processing pay period and place them in suspense with Override Code F (Hold Documents In Suspense Indefinitely). The message *In SINQ Due To Roll Back - Take Appropriate Action* appears on the Listing Of Personnel Error Messages in the PINE

pass that immediately follows the one in which Action Type 1 was entered.

A rollback can be initiated by the user (user-generated rollback) through PEP51, or a system-generated rollback may occur during the current processing pay period.

A user-generated rollback allows the user to delete personnel actions that have applied to the employee's database during the current processing pay period **only** if the employee's salary for that pay period has **not** been computed by the Payroll Processing System (PAYE).

A system-generated rollback occurs automatically when a personnel action(s) has already applied to the employee's database in the current processing pay period and another personnel action(s) with an earlier effective date(s) is processed in a later PINE pass during the same processing pay period and prior to the processing of PAYE. As a result, all personnel actions entered (by the user or system generated) and applied to the employee's database during that pay period are deleted (rolled back) from the database and placed in suspense with Override Code F.

Example: In PINE Pass 02, a reassignment, effective 04/17/99, is processed and applies to the employee's database.

In PINE Pass 03, a name change, effective 04/11/99, is entered in the Payroll/Personnel System (PPS). Since the name change has an earlier effective date and must apply first, the reassignment is rolled back (system generated).

In PINE Pass 04, both of the documents are in suspense with Override Code F. After the override code on both of the documents is changed to 9 (release), each document releases and applies to the employee's database in effective date order.

```
PEP51                                PEP51 PULLERS
                                     FOR PAYROLL/PERSONNEL DOCUMENTS

FUNCTION (A=ADD OR D=DELETE)
AGENCY CODE      POI      SSNO

ACTION TYPES

(1) ROLLBACK DATABASE - HOLD DOCUMENTS IN SUSPENSE
(2) ROLLBACK DATABASE - REPROCESS DOCUMENTS
(3) ROLLBACK DATABASE - DELETE ALL DOCUMENTS PROCESSED THIS PAY PERIOD

(4) RECYCLE FUTURE DOCUMENT TO SUSPENSE - ONE PASS ONLY
(5) DELETE DOCUMENT FROM THE FUTURE FILE

(6) HOLD DOCUMENT IN SUSPENSE - ONE PASS ONLY
(7) HOLD DOCUMENT IN SUSPENSE - INDEFINITELY

ACTION TYPE
REQUIRED ON ACTION TYPES 4,5,6 AND 7 - EFFECTIVE PAY PERIOD
DOCUMENT TYPE (E.G. 075)

PRESS ENTER

DC906009 FUNCTION CODE MUST BE PRESENT
```

Figure 4. PEP51 Pullers For Payroll/Personnel Documents Screen

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

A rollback of a personnel action may also result in the rollback of the following payroll actions:

- W-4, Federal Income Tax Certificate
- AD-304, State Income Tax Certificate
- SF-2809, Health Benefits Registration Form
- SF-2810, Change in Health Benefits Enrollment
- AD-349, Employee Address
- NFC-74, Master File Change Document

The order in which these payroll actions are entered and applied to the employee's database determines if they will be affected by the rollback of a personnel action.

Payroll documents that are processed and applied to the employee's database in the same processing pay period as a personnel action are not rolled back if they are applied prior to the processing of the personnel action.

Example:

- In PINE Pass 01, an AD-304 is processed and applied to the employee's database.
- In PINE Pass 02, an NFC-74 is processed and applied to the employee's database.
- In PINE Pass 03, a promotion personnel action is processed and applied to the employee's database.
- In PINE Pass 04, a rollback of the promotion personnel action is processed.

The payroll actions that are applied in PINE Passes 01 and 02 are not rolled back because they were processed and applied to the employee's database prior to the processing of the promotion personnel action.

However, the payroll actions would be rolled back if they were processed and applied to the employee's database in the following sequence:

- In PINE Pass 01, a promotion personnel action
- In PINE Pass 02, an NFC-74
- In PINE Pass 03, an AD-304
- In PINE Pass 04, a rollback of the promotion personnel action

When an accession personnel action is rolled back, all payroll and personnel actions that were processed and applied to the employee's database are rolled back and placed in suspense. If the accession action and all payroll documents must be reprocessed after the rollback occurs, corrective action must be taken in suspense (i.e., the override code on each document that is to be reprocessed must be changed to 9 in order to release it). **Note:**

These documents are identified on the **Listing Of Personnel Error Messages**.

The timing of a rollback is very important. A personnel action can only be rolled back during the same pay period it is processed and applied to the Payroll/Personnel database. Action Type 1 must be used **before** the processing of PAYE. After PAYE is processed, a correction or cancellation to a personnel action must be processed. **Note:** After PAYE is processed, a cancellation to an accession personnel action **cannot** be processed.

Example:

In Pay Period 5, a reassignment is processed and applied to the employee's database.

In Pay Period 6, a review of the employee's Official Personnel Folder (OPF) reveals that the reassignment was processed in error.

Because the error was not discovered during Pay Period 5, a cancellation of the reassignment action must now be processed. If the error had been revealed before the computation of PAYE for Pay Period 5, Action Type 1 could have been used to roll back and delete the reassignment from suspense.

Whenever Action Type 1 is initiated by the user or is system generated, the user must decide if the document must be corrected or deleted. **Note:** The document(s) remains in suspense until action is taken to change the override code to 9 or to another applicable override code.

Action Type 2 - Rollback Database - Reprocess Documents

This action type affects HCUP processing in that it allows a later action to be rolled back so that all actions can be processed with the HCUP package.

It is also used to roll off a personnel action that applied to the database in the processing pay period, to process another action with an earlier effective date in the same pay period and the same pass of PINE. This option is equivalent to Override Code 9.

Note: If this option is not used, it will take two PINE passes for both actions to release from suspense.

Action Type 3 - Rollback Database - Delete All Documents Processed This Pay Period

This action type is used to delete all personnel actions in the processing pay period for an employee. This option is equivalent to Override Code 4. Payroll documents included in this rollback will be sent to suspense with Override Code F instead of being deleted. Agencies will need to determine the action to be taken on the payroll documents.

Action Type 4 - Recycle Future Document To Suspense - One Pass Only

All documents that are entered with future effective dates are edited in PINE during the pay period in which they are entered. If a document contains errors, it is placed in suspense until it is corrected. After the document is corrected, it is reedited in PINE. If the document has no errors, it is then placed in the future file until the processing of the effective pay period. Action Type 4 is used to recycle (retrieve) a document from the future file and place it in suspense, where for one PINE pass only, the document may be corrected, viewed, or, if necessary, deleted. **Note:** Whenever Action Type 4 is used, the document is reedited in PINE for accuracy before it is released to the future file.

Action Type 4 is also useful when a document that has been released to the future file must be changed or corrected.

Example:

In Pay Period 6, a Form SBD2003, Savings Bond Authorization-New Allotment, which is not effective until Pay Period 9, is entered in PPS. The savings bond document is edited in PINE, corrected, and then applied to the future file.

In Pay Period 7, the employee notifies his personnel office that he wants to increase the bond denomination amount from \$100 to \$200. Action Type 4 is used to recycle the savings bond document from the future file during PINE Pass 02 of Pay Period 7.

The savings bond document is placed in suspense the next day (Pay Period 7, PINE Pass 03). The bond denomination amount is changed that day. The savings bond document is then reedited in PINE and returned back to the future file.

In Pay Period 9, the savings bond document is reedited in PINE, and if there are no PINE edits, the savings bond document is applied to the database with the increased denomination amount.

Note: Action Type 4 must be used **before** the processing of PAYE.

Action Type 5 - Delete Document From The Future File

Action Type 5 is used to delete a personnel action or payroll document(s) from the future file. Enter **063** in the Action Type field to delete all personnel actions in the future file. Leave the Action Type field blank to delete a specific personnel action.

Example:

During Pay Period 24, a CFC-804, Voluntary Charitable Contribution, is entered in PPS, edited in PINE, and applies to the future file.

In Pay Period 25, it is discovered that the employee elected to make a one-time cash contribution. However, the document was inadvertently entered in PPS as a bi-weekly payroll deduction. Use Action Type 5 to delete the CFC-804 from the future file.

Note: Action Type 5 must be used **before** the processing of PAYE.

Action Type 6 - Hold Document In Suspense - One Pass Only

Action Type 6 can be used in PEP51 to generate Override Code E (hold document in suspense one pass only) on a document in lieu of changing the override code in suspense. The document remains in suspense for one PINE pass only. If the document needs to be held in suspense for another PINE pass: (1) change the override code to F (hold document in suspense indefinitely) or (2) enter another request in PEP51 and select Action Type 7 (hold document in suspense indefinitely).

Example:

An SF-1199A, Direct Deposit Sign-Up Form, is entered for an employee financial allotment. However, the document does not pass the PINE edits and is in suspense because of an invalid routing number.

To correct the document, access IRIS Program 110, Financial Allotments, to obtain the correct routing number. While viewing the data, notice that (1) the account number on the document and on IRIS Program 110 are different and (2) the allotment amount on the document is an unusually large amount. Since the employee currently has only one financial allotment established in the Payroll/Personnel database, this document would create a second financial allotment. The employee is out of the office and is expected to return to work the following day.

To ensure that the document remains in suspense one more time, use Action Type 6 to hold the document in suspense for one pass only.

Note: When a document is held in suspense for one pass only, the error message *Document Being Held For One Audit Pass* appears on the Listing Of Personnel Error Messages in the PINE pass that immediately follows the one in which it was entered. Since the document is in suspense for one pass only, any changes must be made **before** the next PINE pass.

Note: Action Type 6 must be used **before** the processing of PAYE.

Action Type 7 - Hold Document In Suspense - Indefinitely

Action Type 7 is used to hold documents currently in suspense indefinitely. Action Type 7 is also used in PEP51 to generate Override Code F (hold document in

Payroll/Personnel Manual

Correction Process Procedures

PEP51 Pullers For Payroll/Personnel Documents

suspense indefinitely). The document remains in suspense until action is taken to change the override code to 9 (release) or any override code other than F.

Example:

An SF-2809 Health Benefits Registration Form, is in suspense and corrective action requires input from the employee.

Since the employee is on annual leave, Action Type 7 can be used to hold the document in suspense indefinitely until the employee can be contacted.

Note: When a document is held in suspense indefinitely, the error message *Document Being Held For More Than One Audit Pass* appears on the Listing Of Personnel Error Messages in all subsequent PINE passes until action is taken to release or delete the document.

Entry Instructions

Use the instructions below to add or delete puller actions.

Adding A Puller Action. At the PEP51 screen (**Figure 5**), complete the fields as follows:

1 **Function** (required, alpha field; 1 position). Key in **A** (add) to initiate an Action Type (e.g., a rollback to delete from the Payroll/Personnel database all personnel actions that have applied in the current processing

pay period and place them in suspense, recycle a document from the future file to suspense for one pass only, etc). **Note: Function A can only be used before a PINE pass is processed.**

2 **Agency Code** (required, alphanumeric field; 2 positions). Key in the NFC-assigned agency code.

3 **POI** (required, numeric field; 4 positions). Key in the personnel office identifier (POI) code.

4 **SSNO** (required, numeric field; 9 positions). Key in the employee's social security number.

5 **Action Type** (required, numeric field, 1 position). Key in the number (1-7) of the applicable action.

Note: Complete the following fields for Action Types 4-7 only.

6 **Effective Pay Period** (required, numeric field; 2 positions). Key in the effective pay period of the document.

7 **Document Type** (conditional, numeric field; 3 positions). For Action Types 4-7, key in the code for the type of document to be pulled. For a list of the valid document types, see **Appendix B**.

Note: Action Type 7 must be used **before** the processing of PAYE.

PEP51

PEP51 PULLERS
FOR PAYROLL/PERSONNEL DOCUMENTS

FUNCTION (A=ADD OR D=DELETE) **1**
AGENCY CODE **2** POI **3** SSNO **4**

ACTION TYPES

(1) ROLLBACK DATABASE - HOLD DOCUMENTS IN SUSPENSE
(2) ROLLBACK DATABASE - REPROCESS DOCUMENTS
(3) ROLLBACK DATABASE - DELETE ALL DOCUMENTS PROCESSED THIS PAY PERIOD
(4) RECYCLE FUTURE DOCUMENT TO SUSPENSE - ONE PASS ONLY
(5) DELETE DOCUMENT FROM THE FUTURE FILE
(6) HOLD DOCUMENT IN SUSPENSE - ONE PASS ONLY
(7) HOLD DOCUMENT IN SUSPENSE - INDEFINITELY

ACTION TYPE **5**
REQUIRED ON ACTION TYPES 4,5,6 AND 7 - EFFECTIVE PAY PERIOD **6**
DOCUMENT TYPE (E.G. 075) **7**

PRESS ENTER

DC906009 FUNCTION CODE MUST BE PRESENT

Figure 5. PEP51 Pullers For Payroll/Personnel Documents Screen

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

After keying in the data, press [Enter]. If the data does not pass system edits, an edit message is displayed. Key in the correct data and press [Enter]. After all edits are satisfied, the message *Recycle Document For Specified Criteria Added* is displayed at the bottom of the screen.

- To enter another request, repeat the above process.
- To exit the system, press [Clear].

Deleting A Puller Action. At the PEP51 screen, key in **D** to delete (cancel) an Action Type request (e.g., a rollback, recycle, etc.). **Note:** Function D must be used **prior** to the processing of the same PINE pass in which the Action Type request was originally made. For exam-

ple, Function A is used to roll back a document prior to the processing of PINE Pass 02. If the rollback request must be deleted (cancelled), Function D must be used **before** the processing of PINE Pass 02.

Complete the key fields using the instructions under **Adding A Puller Action**, and press [Enter]. If the data does not pass system edits, an edit message is displayed. Key in the correct data and press [Enter]. After all the edits are satisfied, the message *Recycle Document For Specified Criteria Deleted* is displayed at the bottom of the screen.

- To enter another request, repeat the above process.
- To exit the system, press [Clear].

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Suspense Reports

Report U0001, Listing Of Personnel Error Messages and Report U0006, Listing Of Personnel Error Messages (User ID) identify all documents in suspense, including those documents retrieved through PEP51. These reports can be requested by the user through the Payroll/Personnel Report Generator System (CULPRPT). Users may also request automatic generation and remote printing of these reports using TMGT, Table 022, Payroll/Personnel Documents Reports. The reports may be routed to a designated printer by submitting a one-time request on Form AD-962, Payroll/Personnel Document Reports Election Form, to NFC. To obtain these reports, see the CULPRPT procedure.

PEP51 Action Type 1 results in Document Type 063, Message 025, *In SINQ Due To Roll Back-Take Appropriate Action*, appearing on the reports in the PINE pass that immediately follows the one in which it was entered. For example: When Action Type 1 is used in PINE Pass 02 to roll back a personnel action, Document Type 063, Message 025 appears on the reports in PINE Pass 03. This message continues to appear on the reports for the remainder of the processing pay period in which it occurred.

PEP51 Action Type 4 results in Document Type 063, Message 024, *Personnel Actions Pulled From Future*

File, appearing on the reports only in the PINE pass that immediately follows the one in which it was entered.

PEP51 Action Type 5 results in Document Type 999, Informational Message 004, *Document Deleted From Future File*, appearing on the reports in the PINE pass that immediately follows the one in which it was entered. This message continues to appear on the reports for the remainder of the processing pay period in which it occurred.

PEP51 Action Type 6 results in Document Type 063, Message 020, *Document Being Held For One Audit Pass*, appearing on the reports only in the PINE pass that immediately follows the one in which it was entered.

PEP51 Action Type 7 results in Document Type 063, Message 021, *Document Being Held For More Than One Audit Pass*, appearing on the reports in the PINE pass immediately following the one in which it was entered. This message continues to appear on the reports for the remainder of the processing pay period in which it occurred until corrective action is taken in suspense to either change the override code to 9 (release) or delete the document from suspense.

For additional information on messages for Document Type 063 and 999, see the SINQ Addendum procedure.

Appendixes

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

Appendix A

PEP51 Edit Messages

Message No.	Description
001	SSNO Must Be Present And Numeric
002	SSNO Invalid
003	Agency Code Must Be Present And Numeric
004	Submitting Office Number Must Be Present And Numeric
005	Function Code Must Be A Or D
006	Type Of Action Is Not Valid
007	Select Type Of Action
008	Pay Period Number Must Be Present And Numeric
009	Pay Period Number Must Be From 01-27 Only
010	Document Type Must Be Present And Numeric
011	Pay Period Number Must Be Spaces With Type-1
012	Document Type Must Be Spaces With Type-1
013	Invalid Document Code - Please Reenter
014	Employee Paid - Cannot Recycle Document
016	No Documents To Be Recycled For Employee
017	No Documents To Be Recycled For Employee For This Agency
018	No Documents On Future File For Specified Criteria
019	No Document On Suspense File For Specified Criteria
020	User Does Not Have Authority To Add This Document
021	Function Code - Add - Recycle Document For Specified Criteria Exists
022	Recycle Document For Specified Criteria Added
023	User Does Not Have Authority To Delete This Document
024	Function Code - Delete - No Recycle Document For Specified Criteria
025	Recycle Document For Specified Criteria Deleted Agency Not Equal To Data Base Fatal Data Base Error - Salary Print Screen Contact Information Center

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Document Type Table

<i>The following table identifies the PRES/PACT entry program, the payroll/personnel input form or entry program title, the PEP51 document type, and the SING correction program.</i>			
PRES/PACT Doc Type Screen	Form Number And PRES/PACT Document Title	PEP51 Document Type	SING Connection Screen
031	NFC-74 Master File Change Document	031	031
054	AD-581 Lump Sum Leave Payment	054	054
056	AD-581 Compensatory Time Payment	056	056
063	SF-50 Personnel Action Input	063	063
075	AD-435 Performance Appraisal (Other)	075	075
076	AD-435 Performance Appraisal (USDA)	076	076
083	SF-1 187 Employee Union Dues Mass Change	083	083
084	AD-356 Dues Change Between Locals In National Labor Organizations	084	084
085	AD-356A/SF-1 188 Cancellation/Revocation Of Employee Union Dues	085	085
086	SF-1 187 Authorization Of Labor Organization Dues	086	086
087	NFC-186 Cancellation Of Employee Organization Dues	087	087
088	CFC-804 Voluntary Charitable Contributions	088	088
089	NFC-69 Deductions Due To Indebtedness	089	089
095	SF-1 199A DD/EFT For Financial Allotment	095	095
096	SF-1 199A DD/EFT For Net Pay	096	096
097	TSP-22 TSP Loan Allotment Form	097	097
100	PRES-02 Discretionary Allotments	100	100
101	PRES-03 Non-Federal Health Benefits Form	101	101
102	PRES-04 Non-Federal Life Insurance Form	102	102
103	PRES-05 Non-Federal Retirement Benefits Form	103	103
104	PRES-06 Non-Federal Thrift Savings Plan Form	104	104
110	SF-50 Incentive Award	110	110
120	PRES-01 Multielement Update Document	120	120
121	PRES-1 1 GAO Locater Input Screen	121	121
122	PRES-12 USDA Demonstration Project Record	122	122
123	PRES-13 Education Document	123	123
124	PRES-14 Professional Certification Document	124	124
125	TSP-1 Thrift Savings Plan Election Form	125	125
127	PRES-07 Allowances	127	127
128	PRES-08 Severance Pay	128	128

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Title I
Chapter 10
Section 3

Appendix B
Page 2

Document Type Table (cont'd)

The following table identifies the PRES/PACT entry program, the payroll/personnel input form or entry program title, the PEP51 document type, and the SINQ correction program.

PRES/PACT Doc Type Screen	Form Number And PRES/PACT Document Title	PEP51 Document Type	SINQ Connection Screen
129	PRES-10 Thrift Savings Plan Collections	129	129
130	W-4 Federal Income Tax Certificate	130	130
131	W-5 Earned Income Credit Advance Payment Certificate	131	131
140	AD-304 State Income Tax Certificate	140	140
150	TFS-731 1 City Income Tax Certificate	150	150
151	TFS-731 1 County Income Tax Certificate	151	151
160	NFC-109A Record Of Leave Data Transferred	160	160
165	AD-582 Authorization For Restored Annual Leave	165	165
170	SBD2003 Savings Bond Authorization - New Allotment	170	170
171	SBD2003 Savings Bond Authorization - Change Denomination/Allotment	171	171
172	SBD2003 Savings Bond Authorization - Change Inscription/Denomination/Allotment	172	172
173	SBD2003 Savings Bond Authorization - Cancel Bond	173	173
174	SBD2003 Savings Bond Authorization - Cancel Owner/Coowner/Beneficiary	174	174
180	SF-2809 Health Benefits Registration Form	180	180
181	SF-2810 Change In Health Benefits Enrollment	181	181
185	PRES-15 Flexfund Flexible Spending Account	185	185
195	AD-747 Court Ordered Child Care Or Alimony Deduction	195	195
349	AD-349 Employee Address	349	349
770	AD-770 SES Performance Appraisal	770	770

Payroll/Personnel Manual
Correction Process Procedures
PEP51 Pullers For Payroll/Personnel Documents

Appendix C

Listing Of Personnel Error Messages

REPORT U0001		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO. 01	
DATE 03/23/94		NATIONAL FINANCE CENTER			
		LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT NFXXX		FOR PAY PERIOD 05 JOB 0510 PASS 04			
ORG STRUCTURE		SON			
SSNO		EMPLOYEE NAME			
FORM (TASK) FAIL		ERR. ERROR MESSAGE....		...ELEMENT NAME... ..CONTENT OF ELEMENT....	
NUMBER		CNT		CODE	
90 00 00 0000		5317			
123456789		SAMPLE, UNIQUE M			
SF-50 (063) 1		020		DOCUMENT BEING HELD FOR ONE AUDIT PASS	
111223333		MAGIC, CASINO R			
SF-50 (063) 3		021		DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS	
				F	
222334444		CANDLE, VANILLA H			
SF-50 (063) 1		024		PERSONNEL ACTIONS PULLED FROM FUTURE FILE	
333445555		COLA, COCA A			
SF-50 (063) 4		025		IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION	
444556666		WEATHER, B. SUNNY			
(999) 1		004		DOCUMENT DELETED FROM FUTURE FILE	
				DOCUMENT-FORM 130 W-4	

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure](#), 1

[Action Type 1](#) - Rollback Database - Hold Documents
In Suspense, 7

[Action Type 2](#) - Rollback Database - Reprocess
Documents, 8

[Action Type 3](#) - Rollback Database - Delete All
Documents Processed This Pay Period, 8

[Action Type 4](#) - Recycle Future Document To Suspense
- One Pass Only, 9

[Action Type 5](#) - Delete Document From The Future
File, 9

[Action Type 6](#) - Hold Document In Suspense - One
Pass Only, 9

[Action Type 7](#) - Hold Document In Suspense -
Indefinitely, 9

[Appendixes](#), 13

D

[Document Type Table](#), 16

E

[Entry Instructions](#), 10

F

[Function Keys](#), 6

H

[How The Procedure Is Organized](#), 1

L

[Listing Of Personnel Error Messages](#), 18

O

[Operating Features](#), 6

P

[PEP51 Edit Messages](#), 15

[PEP51 Screen](#), 7

R

[Remote Terminal Usage And Security](#), 4

S

[Sign-Off](#), 5

[Sign-On](#), 4

[Suspense Reports](#), 12

[System Access](#), 4

[System Edits](#), 6

[System Overview](#), 2

W

[What Conventions Are Used](#), 1

[Who To Contact For Help](#), 1